

REQUEST FOR PROPOSALS
Fort Wadsworth
Gateway National Recreation Area
Building 109 “Officer’s Club”



RFP Release Date: April 15, 2016	Proposal Submittal Deadline: June 14, 2016 1:00 PM EST
Site Tour: By Appointment	Anticipated Date for Selection of Qualified Proposals: July 1, 2016
Question Submission Deadlines: May 16, 2016	Anticipated Lease Commencement: July 15, 2016 - Effective Date Subject to Negotiation

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I. BACKGROUND

A. Gateway and Fort Wadsworth

Gateway National Recreation Area (Gateway) was established in 1972 as the nation's first urban national park. Its 26,000 acres are operated by the National Park Service (NPS) which manages more than 400 parks and historic sites nationwide. Gateway is comprised of three park units in two states: The Jamaica Bay and Staten Island units in New York, and the Sandy Hook Unit in New Jersey. Fort Wadsworth, where building 109 is located, is part of the Staten Island Unit of Gateway. Building 109 is being offered for lease under this RFP.

To learn more about the National Park Service, visit our website at www.nps.gov. This site includes information about who we are, our mission, NPS policies and individual parks.

Gateway provides a national park experience in the country's largest metropolitan area. Fort Wadsworth preserves a coastal ecosystems and natural areas interwoven with historic coastal defense and maritime sites around New York's Outer Harbor. Beaches, marshes, waters, scenic views and open space offer resource-based recreational opportunities to a diverse public. It is a destination for millions of visitors every year.



In the Area's enabling legislation, the NPS is directed to conserve the natural resources, fish, and wildlife of the Staten Island Unit and to permit no development or use of this area incompatible with this purpose (16 U.S.C. § 460cc). Additional information on the Area can be found at www.nps.gov/gate.

II. OPPORTUNITY

A. NPS goals

Building 109 is available for lease; the lessee would be responsible for payment of base rent and all maintenance and utility expenses. The building is available in "as is" condition for any compatible use subject to limited parking availability. Proposed uses must be compatible with the mission of the NPS. Fort Wadsworth contains a number of natural and cultural resources, such as coastal ecosystems, unprotected beaches, and campgrounds. It is among the oldest military sites in the country. Applicants are invited to propose uses complementary to the Park, subject to any necessary repairs and maintenance that may be undertaken by the proposed Lessee.

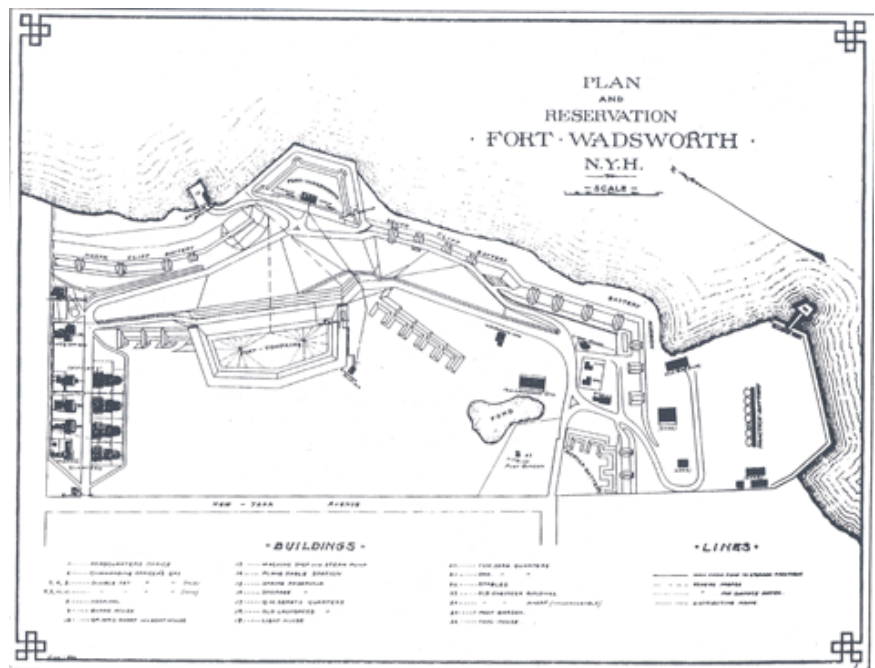
B. Property Description

Commonly referred to as the "Officers Club", Building 109 was constructed in 1938 by the U.S. Army as part of an expansion plan to support housing for permanent troops. The building is a one-and-a-half-story structure, with full basement, glass vestibule entrance, and full porch. Flemish bond brick cladding is on the first floor and the upper floor is clad in white-painted shingles. The subject is approximately 4,063 square feet.

C. Property Location

The property offered for lease under this RFP is a historic building located on eastern end of Mont Sec Avenue overlooking the Verrazano-Narrows Bridge and New York Bay. Limited parking for approximately four to five vehicles is available. Additional parking may be considered at another location within the Fort.

Fort Wadsworth is approximately 3 miles away from the Staten Island Ferry, which provides daily service to lower Manhattan near Battery Park. City bus stops are located on the corner of Mont Sec Avenue and inside Fort Wadsworth. The Verrazano-Narrows Bridge is directly outside of Fort Wadsworth, linking vehicle traffic between the boroughs of Staten Island and Brooklyn.



Fort Wadsworth is a public park and also serves as an active military installation. Applicants are advised that the area may be subject to limited access, restrictions, or security protocols. The Fort may also be closed to all activities during large-scale public events such as the annual New York City Marathon.

III. THE COMPETITION

A) Overview

This Lease opportunity is open to all interested persons and businesses on a competitive basis. The Applicant who submits the proposal judged best under the proposal selection criteria will be given an opportunity to negotiate a final Lease agreeable to both the selected Applicant and NPS.

To be selected by the NPS, the Applicant must demonstrate the capability to plan and finance the Applicant's proposal. Evaluation criteria and the process for Lessee selection are described in detail in the sections "Proposal Selection Criteria" and "Evaluation and Selection Process" in this Request for Proposals.

The NPS reserves the right to reject one or all proposals or terminate Lease negotiations at any time prior to executing a final lease without penalty or liability.

B) Authority

The NPS has the authority to lease historic buildings through the National Historic Preservation Act (NHPA) 54 U.S.C. §§ 306121-306122 (2014), as amended, and the National Park Service General Leasing Authority 54 U.S.C. § 102102 (2014) which authorizes the NPS to lease federally owned property within boundaries of the park.

This RFP is issued under the authority of 36 CFR Part 18. This RFP and the offered Lease are subject to and incorporate all terms and conditions of Part 18 as applicable. In the event of any conflict between the terms of this RFP and Part 18, Part 18 controls.

C) Site Tour and Additional Information

The NPS will hold a site tour upon request. Please email Gateway_BMD@nps.gov for an appointment.

Questions not addressed in this RFP will be collected and responded to through issuance of Question & Answers (Q&A) to all registered interested parties. Questions must be submitted via email to Gateway_BMD@nps.gov or by mail at Business Management Division, 210 New York Ave, NY 10305. Answers will be posted and updated periodically at the enter website.

D) Proposal Submission Requirements

Applicants should submit one hard and one electronic copy of the proposal accompanied by a transmittal letter signed by the proposed Lessee or by the Principal of any organization submitting an application. Proposals must be formatted to 8-1/2" x 11" size, double-sided.

The proposal must be enclosed with an electric version in a sealed envelope received at the NPS office stated below by the date and time designated in this RFP. The face of the sealed envelope must state the Applicant's name and address along with the following information:

**Superintendent
Gateway National Recreation Area
210 New York Avenue
Staten Island, NY 10305
SUBMISSION – Fort Wadsworth Building 109 RFP**

Electronic submission of proposals is permitted, though such submissions will not have been deemed received until NPS issues a written response acknowledging receipt.

Applicant must include a USB-compatible drive or CD with a file in PDF format of the entire proposal, including all attachments. Any financial attachments must be provided in Excel format or other compatible software.

Proposals may be delivered in person, by U.S. Mail, or by another delivery service. Submission of proposals by telephone, fax, or other methods will not be considered. Proposals will not be returned.

Proposals that are not received by NPS by the specified deadline will not be considered. NPS will not consider proposals that have been mailed or postmarked prior to the deadline but which are not delivered to the designated address by the deadline.

Applicant identification should include the following information for any Applicants involved and all principals of any corporate entity seeking to operate the site(s):

- Name of individual, title, address, phone number, and email address of primary contact person.
- If applicant is an entity, provide names, and contact information of each partner, proprietor, or controlling principal.
- Proposals should also detail the nature of the Applicant's corporate entity or partnership details, existing or proposed.

- Proposals should provide relevant and related professional licenses or special skills and designations.

Required Documents:

- Transmittal Letter - See attachment on website at <http://www.nps.gov/gate/index.htm>
- Applicant Identification
- Proposal:
 - o Responses to Criteria 1 through 4
 - o Supporting documentation for Criteria 1 through 4
 - o Completed Financial Forms attached.

Proposal is not to exceed 25 pages, excluding attachments.

E) Proposal Selection Criteria and Required Responses

The NPS requires clear and concise answers. Please respond fully and accurately to all questions/requests and label your responses accordingly. If the required information is not provided, the proposal may be determined non-responsive and will not be evaluated further.

Overview

The NPS will review all responses to this RFP through an evaluation panel. Proposals will be reviewed to ensure they adhere to the requirements outlined in this RFP and were submitted on time. Proposals that do not meet these requirements will be considered non-responsive and eliminated from consideration. NPS will select the best responsive proposal received under this RFP based on the criteria outlined below.

Criterion 1: Compatibility of Use

The compatibility of the proposal's intended use of the Leased Property with respect to preservation, protection, and visitor enjoyment of the Park.

NPS Objective: Proposals must be compatible with the vision of Fort Wadsworth as a natural and cultural destination. Mont Sec is a residential neighborhood and any proposed use must be compatible with its surroundings. There is limited parking (4 to 5 cars) available on-site. Street parking is not available on Mont Sec Avenue. Additional parking may be considered by the Lessor.

REQUIRED RESPONSE:

- Please describe in detail how you plan to occupy and sustain an operation at Building 109. Applicants should describe, if applicable, what uses they would undertake.

Criterion 2: Financial & Rent

The financial capability of the Offeror to carry out the terms of the Lease and the amount of rent offered.

NPS Objective: The Applicant must be capable of making the financial investment required to maintain and occupy the facility and level of service the Applicant proposes.

The "as repaired" value is a minimum of \$77,197 per year. Actual capital improvements expenses will be offset against the minimum "as if complete" rental rate. A rent schedule will be negotiated at the time of lease execution.

REQUIRED RESPONSE:

- Describe the personal property investment, if applicable, including all furniture, fixtures, and equipment (FF&E) you propose in connection with this opportunity
- Submit documentation of the source and availability of funds for the estimated investment costs through bank statements, bank financing commitment letters, or similar documents that substantiate your financial capability.
- State the estimated capital improvement amount and annual rent you offer to pay. The rent payment schedule will be negotiated with the selected Applicant. The amount of rent offered must at least equal fair market value rent as determined by the Government, stated above.

Criterion 3: Experience

The experience of the Offeror demonstrating the managerial capability to carry out the terms of the lease.

NPS Objective:

The NPS prefers applicants with experience operating similar facilities in or around residential neighborhoods.

REQUIRED RESPONSE:

- Describe your experience operating the proposed compatible use.
- Describe how your experience and background qualifies you to operate the proposed compatible use.

Criterion 4: Environmental Enhancement

The ability and commitment of the Offeror to conduct its activities in the park area in an environmentally-enhancing manner through energy conservation, waste reduction, recycling, and other programs and actions.

NPS Objective: The NPS seeks a Proposal that takes into account climate change and offers eco-friendly alternatives for any compatible use. References to consider:
http://www.nature.nps.gov/climatechange/docs/NPS_CCRS.pdf

Applicants should include in their plans the use of Energy Star or similar efficient appliances, and incorporate environmentally friendly green products and practices in their operations. The NPS prefers proposals that commit to these products and practices.

REQUIRED RESPONSE:

- Describe your proposal for managing and using the property in an environmentally enhancing manner through programs and actions you may propose, energy conservation, waste reduction, and recycling.

Criterion 5: Preservation

The compatibility of the proposal with the historic qualities of the property.

NPS Objective: The NPS is seeking a Lessee to take full responsibility for all repairs and maintenance of the occupied facility. Additionally, any work performed on the structure must conform to all applicable standards, including the Secretary of the Interior Standards for Rehabilitation of historic buildings.

REQUIRED RESPONSE:

- Submit plans, specifications, and signage installation requirements.

F) Evaluation and Selection Process

The National Park Service will review all responses to this RFP through an evaluation panel assisted by technical consultants as appropriate.

All proposals will first be screened for adherence to the requirements of this RFP. NPS will not consider non-responsive proposals. A non-responsive proposal is a proposal that was not timely submitted or fails to meet the material terms and conditions of this RFP as determined at the sole discretion of the NPS. The NPS will select the Applicant best-suited to utilize the facility based on responses to the selection criteria. The NPS will negotiate the terms of the final Lease with the successful Applicant. If negotiations with the selected Applicant fail, the NPS may negotiate with other Applicants for award of the offered Lease or terminate this solicitation without liability to any person.

The NPS, in its sole discretion, will determine whether the Applicant's experience and financial capability match the scale and scope of the proposal.

The NPS reserves the right to reject one or all proposals, or terminate lease negotiations at any time prior to executing a final lease without penalty or liability.

G) Additional Information and Modification of Proposals

NPS may request additional information or written clarification of a proposal from any Applicant after the submission date. However, proposals may not be amended after the submission date unless permitted by the NPS. The NPS may not permit amendment of a proposal unless all Applicants that submitted responsive proposals are given an opportunity to amend their respective proposals.

H) Confidentiality – Proposals Considered Public Documents

All proposals submitted in response to this Request for Proposals may be disclosed by the NPS to any person, upon request, to the extent required or authorized by the Freedom of Information Act (5 U.S.C. § 552). If you believe that your proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act, mark the cover page of each copy of the proposal with the following legend:

“The information specifically identified on pages of this proposal constitutes trade Secrets or confidential commercial or financial information that the Applicant believes to be exempt from disclosure under the Freedom of Information Act. The Applicant requests that this information not be disclosed to the public, except as may be required by law.”

Applicants must specifically identify what you consider to be trade secret information or confidential commercial or financial information on the page of the proposal on which it appears, and you must mark each such page with the following legend:

“This page contains trade secrets or confidential commercial and financial information that the Applicant believes to be exempt from disclosure under the Freedom of Information Act, and which is subject to the legend contained on the cover page of this proposal.”

Information so identified will not be made public by the NPS except in accordance with law. The NPS does not warrant and assumes no liability for the accuracy of the information provided in this RFP.

IV. THE LEASE

The NPS is seeking lease proposals from interested individuals and business organizations for compatible use that will help make Fort Wadsworth attractive to a larger and more varied group of visitors.

The NPS anticipates that the Lease, subject to negotiation and execution, will become effective **July 15, 2016**.

The Lease to be awarded under this RFP will contain the provisions required by 36 CFR Part 18 as well as other provisions determined by the NPS to be necessary to assure use of the leased property in a manner consistent with the purposes of the park area, and where applicable, to assure the preservation of historic property.

The selected Applicant (Offeror, proposed Lessee, Applicant, 'you', 'your') will have exclusive rights to negotiate and enter into a Lease that is not materially different from the attached Draft Lease (See Attachment A).

A. Terms and Conditions (summary)

1. **Permitted uses:** The proposed Lease will authorize use of Building 109 for the compatible use proposed by the selected Applicant.
2. **Lease term:** The anticipated term of the Lease is a maximum of ten (10) years.
3. **Rent:** The minimum annual "as repaired" rent is \$77,197 as determined by the NPS. The rent payment will be adjusted annually by the Consumer Price Index (CPI), as described in the Draft Lease attached. Applicants may submit proposals with an offer to pay a higher rent to enhance the competitiveness of their submission. Rent is due on a monthly basis.
 - a. **Advanced rent payment:** Applicant is required to provide the first month's rent upon execution of the lease.
 - b. **Percentage Rent:** Though a percentage rent is not required, applicants submitting a proposal containing a percentage of gross revenue in addition to the minimum annual rent (base rent) will be considered more favorable.
4. **Utilities:** Lessee is responsible for all costs, including water/sewer and electric. Lessee will be solely responsible for all requisite utility connections and must cooperate with the Park, licensed contractors, and utility providers when installing or connecting utilities.
5. **Insurance:**
 - a. **Liability** - Lessee must provide Liability Insurance coverage in amount of \$1 million per occurrence and \$3 million aggregate (see attached Draft Lease)
 - b. **Property** - Lessee must provide Property Insurance coverage in amount sufficient.
6. **Inspections:** In addition, Gateway maintains the right to inspect the assigned suite and operation at any time during the term of the lease, without prior notice, to ensure compliance with the negotiated Lease agreement, park regulations, and public laws. Based on these inspections, the NPS may issue written notices of deficiencies and provide a timeframe in which the problem must be rectified. If problems are not resolved sufficiently, NPS may issue a second notice and correction deadline. If the deficiency persists, NPS may assess financial damages to the operator for violations, as outlined in the attached chart. If determined necessary by NPS, the Lessee must pass an NPS federal health and sanitary inspection to the satisfaction of the NPS before a food and beverage operation can open to the public. Gateway will work with the Lessee to arrange this final inspection, conducted by a member of the Gateway staff, at the earliest convenient time. Lessee will be required to maintain and provide satisfactory inspection reports on site throughout the duration of the Lease.

7. Trash: Scheduled trash removal is required on a frequent basis at the Lessee's cost and expense. The NPS reserves the right to demand additional trash pickup at the Lessee's cost and expense. The Lessee must identify the manner by which rubbish removal will be managed, including the number and location of all trash and recycling bins and the logistics for emptying these bins, waste removal, and the separation and processing of recyclable materials. Additionally, the Lessee must provide a proactive and preventive Pest Control strategy including but not limited to monthly inspections of the premises. Pest Control strategies should consider products and services that limit negative environmental impacts.
8. Maintaining Clean Facilities: All facilities must be kept clean and well-maintained. If applicable, maintenance of grease traps and other kitchen elements is required. Lessee will be required to maintain and provide satisfactory inspection reports and cleaning logs on site throughout the course of the Lease. Lessor will be responsible for maintaining all landscaping of the assigned premises.
9. Permits: Permits are required for any event proposed outside of the Leased Premises. Park Management reserves the right to reject or cancel any event where it deems the activity a threat to the park's natural and cultural resources, the activity is unsafe or otherwise poses a threat to visitors, or conflicts with the park's mission and values. Park management also reserves the right to reject or cancel any event in case of emergency as determined by NPS, or in the event of parking restrictions and an inability to accommodate the proposed number of vehicles.
10. Building Capacity: The Lessee will identify the building's occupancy capacity in accordance with applicable codes. Building and outdoor capacity as well as seating plans must be approved by the park Superintendent.
11. Parking: The parking capacity is approximately 4-5 vehicles with no on-street parking available. Additional parking may be authorized at the NPS's discretion. The Lessee is required to comply with any parking determinations made by the Lessor.
12. Alcohol: Alcohol sold in conjunction with proposed food and beverage operations may be consumed within the Leased Premises and within additional areas designated by NPS. Lessee must comply with all applicable laws and maintain any required licenses, permits, or certificates, including liquor licenses and corresponding insurance.

B. Restrictions

1. Lessee has no right of renewal for the Lease;
2. Construction of new or additional facilities is prohibited;
3. The NPS must approve any sublease;
4. Candles and other open flames are not permitted;
5. In the event of a government shutdown, access to leased facilities is permitted absent any Congressional or other legal restriction to the Contrary. However, no use outside of the leased facility is permitted on park lands and waters.
6. Operating hours: Lessee should be aware that the Park is open to the public 5:00 a.m. to 8:00 p.m. from November 1 through March 31 and 5:00 a.m. to 10:00 p.m. from April 1 through October 31. Some areas of the Park are subject to different hours of visitation or operation. Noise violations may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.12 (Audio Disturbance) or 36 CFR 2.34 (a)(3) Disorderly Conduct. These hours are subject to change and revision by the NPS.

C. Record Keeping

1. Lessee must keep detailed records of costs and expenditures associated with Repair and Maintenance projects in Excel or Excel compatible format.

2. Lessee must provide copies of all warranties which must include a provision that all warranties are transferable to the United States, as well as operation and maintenance records, manuals, and schedules provided by the manufacturer.
3. Lessee must maintain Point of Sale records of all gross receipts, invoices and records of cost of goods sold, customer counts, and revenue per sales category.

V. PROPOSAL PACKAGE

A. Format and process

Applicants should submit proposals by electronic mail (email), postal mail or by hand delivery. If Applicants are submitting a response by any method other than electronic mail, the package should contain two (2) paper copies of the proposal, as well as a CD/DVD or memory stick containing a PDF of the entire proposal. All proposals, regardless of the method of submission, must be accompanied by a transmittal letter signed by a principal of any organization or entity responding to this RFP. Hard copy submissions must be must be printed double sided on 8-1/2" x 11" paper. Proposals delivered by any method other than electronic mail must be enclosed in a sealed envelope and the face of the sealed envelope must state the Applicant's name and address and delivered to the following address:

Superintendent
Gateway National Recreation Area
210 New York Avenue
Staten Island, New York 10305
Attention: FOWA Building 109 RFP

Proposals submitted via email can be sent to Gateway_BMD@nps.gov

All proposals must be received by **June 14, 2016 at 1PM.**

Effective proposals will be organized with the same format and numbering system as this RFP and will contain clear, concise answers that address all the questions raised. Proposals that do not specifically answer all questions or provide the necessary documentation will be deemed non-responsive and not evaluated further.

B. Applicant identification

Proposals should include the following information for any Applicants involved and all principals of any corporate entity seeking to operate Building 109:

- Name of individual, title, address, phone number, and email address of primary contact person
- If applicant is an entity, provide names and contact information of each partner, proprietor OR controlling principals
- Proposals should also detail the nature of the Applicant's' corporate entity or partnership details, existing or proposed.
- As applicable: relevant/related professional licenses or special skills/designations
- Required experience. ***Applicants must have experience operating similar facilities in or around an urban park setting. OR Applicants must have experience running comparable operations.***

C Required Documents

- Transmittal Letter
- Applicant Identification

- Proposal:
 - Responses to Criteria 1 through 5
 - Supporting documentation to convincingly answer Criteria 1 through 5
 - Proposal not to exceed twenty-five (25) pages, not including attachments
- Completed Attachment D
- Completed Attachment E

VI. ATTACHMENTS

- A. Sample Lease
- B. Transmittal Letter Template
- C. Financial Form Instructions
- D. Financial Forms
- E. Building 109 Floor Plans
- F. Land Assignment



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